



Housing Authority

60 Day Notice-To-Vacate (Mutual Termination of Lease)

Participant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Cell, Home, Work - Circle one)

Owner or Property Manager Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Cell, Home, Work - Circle one)

By agreement, the above-mentioned parties agree that the leasing agreement for the rental unit listed above shall be terminated on: \_\_\_\_\_ (must be on the last day of the month).

(Tenant):

I, \_\_\_\_\_ (Participant Name), agree that I will be moving from my current unit on the date listed above. I understand that if I remain in the unit after the above-mentioned termination date, the Orange County Housing Authority will not be responsible for my rent. I further understand that this agreement does not remove any rights or responsibilities under the laws set forth in Orange County's jurisdiction.

Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Owner):

I, \_\_\_\_\_ (Owner/Management Name), agree with the conditions and further understand that the Orange County Housing Authority will not be responsible for any rent portion after the move-out date stated above. I understand that the Orange County Housing Authority is not a party to the lease and cannot assist with collections of outstanding debts. I further understand that this agreement does not remove any rights or responsibilities under the laws set forth in Orange County's jurisdiction.

Owner/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Note: This form WILL NOT be approved if you are in your initial lease term or if the participant has been issued a proposed termination. You MUST submit the attached reexamination packet and supporting documentation when returning this notice. Failure to do so WILL RESULT in denial of notice to vacate request.

Owners: If your unit is currently under abatement; the abatement will remain in effect. Please refer to the contract termination letter sent to you by the Orange County Housing Authority's Inspection Team.

Mailing Address
P.O. Box 8181
Hillsborough, NC 27278

Main Office
300 W. Tryon Street
Hillsborough, NC 27278

Satellite Office
2501 Homestead Road
Chapel Hill, NC 27516

